



How to Use the TimeLink TL3100 Terminals

How to Clock In To Work:

1. Press the **Green** button.
2. Place index finger firmly on the reader. (The wall clock will beep once and display: "**Clock in Accepted [your employee id and name].**")

How to Clock Out From Work:

1. Press the **Red** button.
2. Place your index finger firmly on the reader. (The wall clock will beep once and display: "**Clock in Accepted [your employee id and name].**")

How to Clock Out for lunch:

1. Press the **Out for Lunch** button.
2. Place index finger firmly on the Reader. (The wall clock will beep once and display: "**MEALS [your employee id and name].**")

How to Clock In from Lunch:

1. Press the **In from Lunch** button.
2. Place index finger firmly on the reader. (The wall clock will beep once and display: "**MEALS [your employee id and name].**")

How to Transfer to a Different Department:

1. Once clocked in to TimeLink, press the **Transfer** button.
2. Place index finger firmly on the reader.
3. Enter the department's account number transferring **TO**